

DEPARTMENT OF BENEFIT PAYMENTS



April 25, 1974

ALL-COUNTY LETTER NO. 74-69

• TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: FORM WP 20.59, "PUBLIC WELFARE EMPLOYEE ACCESSIONS AND SEPARATIONS REPORT"

REFERENCE:

This is in reference to Form WP 20.59, "Public Welfare Employee Accessions and Separations Report", required monthly from the counties. We have been advised by the U. S. Department of Health, Education and Welfare of revised definitions for Accessions and Separations.

Effective July 1, 1974, the revised definitions will replace both the definitions and the Note to the definitions contained in the present instructions for Form WP 20.59 under the "Instructions for Columns" section. The revised definitions are as follows:

Accessions: All new appointments (i.e., additions to the payroll) whose effective date of employment occurred during the report period.

Separations: All terminations, signatures, and retirements (actions resulting in employees being removed from the payroll) whose effective date occurred during the report period.

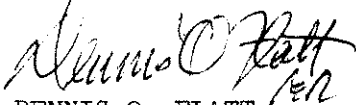
The revised definitions are intended to simplify the count of accessions and separations by relating these personnel procedures to additions or removals from the payroll.

For purposes of the Form WP 20.59 report, the following are not to be counted as accessions or separations:

1. Transfers between county departments;
2. Transfers from the State Department of Benefit Payments to a county department;

3. Transfers from a county department to the State Department of Benefit Payments;
4. Persons departing and returning from educational leave or a leave of absence (provided they occurred within the State); and
5. Persons who transfer or are promoted from one functional type to another.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Dennis O. Flatt".

DENNIS O. FLATT
Deputy Director
Welfare Program Operations

cc: CWDA